DUE DILIGENCE DATA REVIEW

Agencies should begin by reviewing previously submitted data for changes to positions mapped to VITA. These changes could be positions that have become vacant or positions that have been filled. A position's duties also may have changed and vacancies may have been used elsewhere in the agency. All previously mapped positions listed on this due diligence spreadsheet should be accounted for and changes should be submitted using the spreadsheet that is provided.

Agencies should review mapping assignments. The review should focus on two areas: 1) positions where changes have taken place since the original mapping that may impact the VITA assignment and 2) positions previously identified as "unassigned/undetermined". The review is not intended to reevaluate every position mapped to VITA.

For positions that require action, the Service Level Director (SLD) and agency IT management should take one of the following steps:

- Indicate that the position was properly mapped
- Recommend change in proposed mapping
- Confirm status of "unassigned/undetermined" positions or recommend mapping to a particular area (additional information related to the current duties and responsibilities may need to be collected for review)
- Recommend the position remain with the agency (out of scope), or
- Recommend the positions for further review

VITA's executive team will review and confirm the recommendations. If necessary, either they or designated VITA staff may interview employees and evaluate any unresolved position in order to make a final mapping recommendation.

Once the executive team has made the final review and approved staffing assignments, letters will be sent to the Agency Head and employees on an exception basis. No letter will be sent if there is no change in original mapping.

Notification will be sent from the Director of Human Resource Management to the Human Resource Management staff, Financial Management Services and other appropriate groups within VITA once final mappings are approved.